

**NACRAO Board of Directors  
April 30, 2008  
BryanLGH College of Health Sciences**

**Present**

Jason Blohm  
Amy Hammond  
Allison Junker  
Mike Kolker  
Kelly Rippen  
Nancy Schilz  
Ed Siffring  
Jennifer Verhein

**Call to Order**

The meeting was called to order at 10:25 a.m. by K. Rippen. The agenda was approved.

**Review of Minutes—Nancy Schilz**

The minutes from the last board meeting were reviewed. J. Verhein moved to approve the minutes. A. Junker seconded. Motion carried.

**Treasurer's Report—Allison Junker**

Junker distributed the treasurer's report. Balances as of April 30, 2008:

Checking:	\$ 2,481.10
Savings:	\$11,312.25
CD:	<u>\$13,344.92</u>
Total:	\$27,138.27

Transportation for those attending the NACRAO at AACRAO event was paid for by the board which totaled \$320 for 38 members. E. Siffring moved to approve the treasurer's report. A. Hammond seconded. Motion carried.

Joel Dickinson has asked the board to reimburse Shannon Leiner for snacks provided to the NOW Bus Tour committee during a meeting in York. A. Junker will ask for an itemized receipt. E. Siffring moved to approve the request, M. Kolker seconded. Motion carried.

J. Verhein ordered flowers for Shirley Thomsens's funeral. E. Siffring moved to approve the expenditure, M. Kolker seconded. Motion carried.

A. Junker also reported that membership letters are currently being sent. The deadline for return of the information is August 1.

The University of Phoenix has asked to submit membership to NACRAO. K. Rippen will find out how the University of Phoenix is classified based on the Nebraska Coordinating Commission and the appropriate application for membership will then be sent.

### **VP of Communications—Jason Blohm**

#### *Post Secondary/EPP Committee*

J. Blohm reported the EPP committee is putting together a list of events for next fall. They have requested to have the information posted on the website and J. Blohm will take care of that. Due to the website being in limbo because of changes in the technology committee membership the information will be sent thru list serve this week. The information is being distributed ahead of schedule this year.

The committee is planning three receptions to allow members to network with colleagues and hopefully build support for NACRAO. The committee has asked if there is a limit on spending for the receptions. The board decided appetizers are fine and approximately \$150 per event would be reasonable. K. Rippen will ask them to submit a budget and include those figures.

#### *Technology Committee/Website Update*

The website is temporarily on hold due to Jackie Smith's departure from the committee and Matt Schill's responsibilities with commencement. J. Blohm will have a conversation with Scott McLaughlin at Heartland Hosting to get the site up and running in the next month, possibly with an 'under construction' theme. Those in charge of committees are to submit names for individuals that can have rights to edit content so those names can be submitted to S. McLaughlin.

### **VP of Membership—Mike Kolker**

#### *Research Committee*

No report.

#### *Honorary Membership Committee*

No report.

## **VP of Education & Professional Development—Jennifer Verhein**

### *Administrative Staff Committee*

No report.

### *Admission Committee*

The Admissions Committee met a few weeks ago and presentations were assigned. The event has grown to two nights, a full day, and a ½ day. Concern was expressed by the board about the length of time this would require attendees to be away from the office and the expense the extra night of lodging would cost the schools. J. Verhein will ask the committee to send an agenda for review and she will forward it on to the board. The committee may need to be asked to consider what is offered by AACRAO and try to offer something different. The presenters will also need to collaborate on topics to avoid overlap or duplication.

### *Registrar Committee*

Work continues on pulling together details for the Registrar's Professional Development Day. As of today, two people have registered.

### *Diversity and Multiculturalism Committee*

No report.

### *Board Retreat Reservations*

J. Verhein reported she had made arrangements for the board retreat at Mahoney State Park. The retreat will be Thursday evening, January 8, and Friday morning, January 9, 2009.

## **Past-President's Report—Ed Siffring**

### *Nominations & Elections Committee*

No report.

## **President Elect Report—Amy Hammond**

### *Local Arrangements Committee*

A. Hammond received a list of members on the local arrangements committee. The committee is considering a paintball theme or a Bet on NACRAO theme. They are

considering t-shirts rather than a bag for those attending.

### **President's Report—Kelly Rippen**

#### *NOW Bus Tour Committee*

K. Rippen reported as of two weeks ago, 27 individuals had registered for the 30 slots. A. Junker reported she had received \$1,000 in deposits. The committee has proposed the chair of the committee be a constant individual and the co-chair would serve based on the area of the tour. It was questioned whether or not the individual had to be a full paying member to be the chair. EducationQuest pays for 50% of the event so it would be appropriate for an individual from that organization to be chair. This subject could be discussed at the annual meeting when discussion takes place about making the committee a full committee. Joel Dickinson has asked for money to purchase approximately 14 gag awards and the board's recommendation will be to use what has been budgeted rather than requesting additional monies.

#### *Transfer Fair Committee*

No report.

### **Other**

#### *Budgets*

K. Rippen reported the Registrar's Committee and the EPP Committee need to submit their budget and the NOW Committee needs to submit a budget based on the format provided. K. Rippen will request those budgets so she can distribute them to the board.

#### *Future NACRAO leaders*

The Dean of Enrollment at Midplains Community College was suggested by K. Rippen as a possible individual to consider.

#### *Other*

J. Verhein will ask if any of the individuals who were to serve on the Admissions Committee would like to serve on the technology committee.

A. Junker will let M. Kolker know Mark Goldsberry would be interested in serving

on the research committee.

**Meeting adjourned**

J. Verhein moved to adjourn the meeting and A. Junker seconded. Meeting adjourned at 11:58 a.m.